

PROFILE SUMMARY

I am a quick learner and enthusiastic person, possessing 2 years of bookkeeping experience and want to utilize my academic knowledge and professional skills to deliver the best result for the organization and scale my career with enhanced learning and efficiency during the course of my professional journey

EDUCATION

Master of Commerce

Bachelor of Commerce

SOFTWARE PROFICIENCY

- QuickBooks (Online & Desktop)
- Xero
- Wave
- MS Office Application

EXPERIENCE

TOTAL EXPERIENCE: 2 YEARS

- **Recording year end adjusting journal entries.**
- **Reconciling books to third-party records.**
- **Recording transaction daily/weekly/monthly for cash and accrual basis.**
- **Preparation of financial and management report.**
- **Bank and Credit Reconciliation. (Daily - Weekly - Monthly - Yearly)**
- **Reconciliation for accounts receivable, accounts payable, payroll and intercompany transactions.**
- **Processing payroll, maintaining employee records and preparing payroll summary report.**
- **Preparing & maintaining quarterly and monthly sales & use tax records along with operating and business taxes.**
- **Day to day communication with clients to answer any queries or to request additional information.**